

Job Opportunity Bulletin

Post Date: 4/17/2017

SENIOR ACCOUNTING OFFICER (SPECIALIST)

Salary \$4,600.00 - \$5,758.00
Permanent, Full Time
FINAL FILING DATE: **5/1/2017**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-131-4567-010

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be screened
and only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Rob Whitlock
Number: (916) 322-7660
Email:
Robert.whitlock@dds.ca.gov

Would you like to work in a fast-paced environment providing excellent customer service, sharing knowledge & expertise in the General Ledger Unit of the Accounting Section? DDS is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization!

Under the general direction of the Accounting Administrator I in the General Ledger Unit, the Senior Accounting Officer Specialist is responsible for maintaining and reconciling the accounting activity related to Porterville Developmental Center. For complete duties, please see the duty statement on the following page.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Knowledge of the State's accounting and internal control processes with limited technical direction from the manager;
- Ability to effectively liaison with all employees including but not limited to fellow employees in other Accounting Units, Developmental Centers, Internal Auditors, Control Agencies, Program Managers, and other Local or State Agency contacts;
- Knowledge of accounting software programs such as CalSTARS, and Microsoft Office Suite such as Excel and Word;
- Knowledge of governmental accounting and budgeting;
- Ability to communicate professionally (written and oral).

Please submit an original signed state application (STD. 678) and a resume by the final filing date. Please include the basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification) and position #473-131-4567-010 on your application.

NOTE: If you are using list eligibility from an on-line exam to qualify for this position, you must include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Possession of the minimum qualifications (MQ's) will be verified prior to interview and/or appointment.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT
DS 3022 (12/2016)**DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISION OF ADMINISTRATIVE SUPPORT
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION****DUTY STATEMENT****NAME:****JOB TITLE:** Senior Accounting Officer (Specialist)**POSITION #:** 473-131-4567-010

POSITION DESCRIPTION: Under the general supervision of the Accounting Administrator I, Supervisor of the General Ledger Unit. This position is responsible for maintaining the accounting information for Sonoma Developmental Center in the General Ledger (GL) Unit. The incumbent is the expert on all accounting information related to Developmental Center activities and including the reviewing of all transactions and reconciliations of all funding and expenditure data entered into the Accounting System CalSTARS. This position will be the GL Unit lead for the Fi\$Cal implementation.

ESSENTIAL JOB FUNCTIONS:

- 35% Monthly completion of SCO/CALSTARS Reconciliations for all the funds (including Federal Fund 0890) and appropriations under Canyon Springs Developmental Center using Excel, SCO Tab Run and the CalSTARS system. Research and correct transaction errors in CalSTARS. Prepare and submit cash remittances, plan of financial adjustment documents to SCO. Post journal entries and reconciling items in CalSTARS. Process monthly SCO accounting transactions for the Canyon Spring Developmental Center. Post cash receipts related to DC, and remit cash timely to the State Treasurer's Office.
- 30% Fi\$Cal lead from the Accounting Section to Attend Fi\$Cal Forums, provide training to DDS Accounting staff and will be the liaison between DDS staff and other State Agencies. Will be responsible for DDS Accounting participating in and completing the necessary Fi\$Cal training modules prior to implementation; including but not limited to scheduling Subject Matter Experts for training. Responsible for tracking the training progress of DDS Accounting Section using Excel or similar software program.
- 15% Prepare the annual year-end financial statements using CalSTARS, Excel spreadsheets, SCO Tab Run and source documents to complete the Developmental Center reports to be submitted to the SCO.
- 15% Write and maintain detailed desk procedures for all assigned duties. Identify procedures and processes that need to be streamlined or modified due to changes in State requirements such as State Administrative Manual, Government Code, Uniform Code Manual, etc.

JOB TITLE: Sr. Accounting Officer, Spec

POSITION #: 473-131-4567-010

MARGINAL JOB FUNCTIONS:

- 5% Initiate and answers correspondence from State control agencies such as the Department of Finance and State Controller's Office, communicates with DDS Divisions and all Units in the Accounting Section to resolve problems or financial accounting questions.

WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend (may be required to lift up to 25 lbs.). Employee may be required to sit for long periods-of-time using a keyboard, monitor and mouse. Computer will be used daily approximately 60%-70% of the time on the following software applications (i.e. Microsoft Excel, and Word). Must be able to use various office machines; copier, scanner, fax, etc. During peak times including year-end processing, request for leave will be limited and approved on case-by-case basis.

DESIRABLE QUALIFICATIONS:

- Communicate effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and in a team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote positive work environment and relationship with others

CERTIFICATION OR LICENSE: Not Applicable

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing the Duty Statement that they have discussed and agree to the expectations of the position.